

Program C: Archives and Records

Program Authorization: R.S. 25:127; R.S. 44:36, 401-427

PROGRAM DESCRIPTION

The mission of the Archives and Records Program is to ensure the preservation of the historical record of Louisiana via the identification, the collection, maintenance and the presentation of governmental records that document the history and heritage of the state's people and institutions that promotes knowledge and understanding for Louisiana citizens. Specifically, the Archives and Records Program serves as the official state archival repository for all documents judged to have sufficient historical or practical value to warrant preservation by the state; to provide a records management program for various agencies of state government and political subdivisions of the state; to provide access to vital genealogical records. The program provides access to records of births, deaths, and marriages (of citizens born in Louisiana only) in specific parishes and for specific years; the Heritage Center, which offers genealogical information on births, deaths, and marriages extracted from records of 90 countries; and additional genealogical resources and research assistance. The program also offers exhibits on the artistic, social, cultural, political, natural resources, economic resources and heritage of Louisianians. The goal of this program is to increase governmental and historical document collections and preservation, to strengthen records management practices and to provide the public those governmental and historical records which document the history of Louisiana; to provide Louisiana governmental entities services, information, and facilities aimed at strengthening the records management practices; to encourage and to aid in the economical and efficient management of governmental records; and to offer new exhibits and programs designed to showcase historical collections reflecting the social, cultural, and political history of Louisiana. The Archives and Records Program hopes to accomplish its mission in a manner which continually increases the efficiency and quality of its functions. This program has one activity, Archives and Records.

OBJECTIVES AND PERFORMANCE INDICATORS

Unless otherwise indicated, all objectives are to be accomplished during or by the end of FY 2001-2002. Performance indicators are made up of two parts: name and value. The indicator name describes what is being measured. The indicator value is the numeric value or level achieved within a given measurement period. For budgeting purposes, performance indicator values are shown for the prior fiscal year, the current fiscal year, and alternative funding scenarios (continuation budget level and Executive Budget recommendation level) for the ensuing fiscal year (the fiscal year of the budget document).

1. (KEY) To protect the integrity of state agency records by ensuring that at least 20 agencies will file new retention schedules and 10 agencies will update existing schedules.

Strategic Link: This operational objective is related to a strategic goal of providing governmental entities with services, information and facilities aimed at strengthening the records management practices of state agencies.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND	ACTUAL	ACT 11	EXISTING	AT	AT
		PERFORMANCE	YEAREND	PERFORMANCE	PERFORMANCE	CONTINUATION	RECOMMENDED
		STANDARD	PERFORMANCE	STANDARD	STANDARD	BUDGET LEVEL	BUDGET LEVEL
		FY 1999-2000	FY 1999-2000	FY 2000-2001	FY 2000-2001	FY 2001-2002	FY 2001-2002
K	Number of new retention schedules filed	Not applicable ¹	6	25	25 ²	20	20
S	Number of state agencies without active retention schedules	Not applicable ¹	390	368	368	313	313
S	Total number of state agencies	Not applicable ¹	452	455	455	456	456
K	Number of retention schedules updated	Not applicable ¹	1	20	20	10	10
S	Number of existing retention schedules needing updating	Not applicable ¹	36	18	18	17	17

¹ This indicator was not adopted as a standard in the year indicated.

² Based upon the initial response from state agencies, the program anticipates that 70 new schedules will be filed during this year. This unusually large number of new schedules is the result of a special effort to encourage agencies to establish retention schedules. Since many of the new schedule filers are small agencies with simpler schedules the program will be able to accomodate this temporary increase.

2. (KEY) To complete restorative treatment on 1,440 collection documents requiring restoration.

Strategic Link: This operational objective relates to a strategic goal of preserving state's historical documents.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Number of documents restored	Not applicable ¹	Not available ²	1,440	1,440	1,440	1,440

¹ This indicator was not adopted as a standard in the year indicated.

² Previous restoration figures were recorded in terms of square footage rather than per document.

3. (KEY) To ensure that at least ninety percent (90%) of patrons researching the archives will have to wait no more than five minutes for staff assistance or to use equipment.

Strategic Link: This operational objective relates to a strategic goal of making archival collections accessible for public research.

L E V E L	PERFORMANCE INDICATOR NAME	PERFORMANCE INDICATOR VALUES					
		YEAREND PERFORMANCE STANDARD FY 1999-2000	ACTUAL YEAREND PERFORMANCE FY 1999-2000	ACT 11 PERFORMANCE STANDARD FY 2000-2001	EXISTING PERFORMANCE STANDARD FY 2000-2001	AT CONTINUATION BUDGET LEVEL FY 2001-2002	AT RECOMMENDED BUDGET LEVEL FY 2001-2002
K	Percentage of patrons not having to wait for staff assistance	Not applicable ¹	Not available ²	90%	90%	90%	90%
K	Percentage of patrons not having to wait for equipment	Not applicable ¹	Not available ²	90%	90%	90%	90%
S	Number of patrons researching the archives using the Archives Research Room	Not applicable ¹	4,145	3,460	3,460	4,150	4,150
S	Total number of patrons served	Not applicable ¹	20,191	19,500	19,500	22,000	22,000

¹ This indicator was not adopted as a standard in the year indicated.

² Data for this performance indicator were not tracked or reported for FY 1999-2000.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 1999 - 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$0	\$0	\$0	\$0	\$0
STATE GENERAL FUND BY:						
Interagency Transfers	271,005	231,941	235,941	323,816	323,816	87,875
Fees & Self-gen. Revenues	2,261,840	2,117,054	2,374,889	2,181,926	2,151,461	(223,428)
Statutory Dedications	0	100,000	100,000	0	0	(100,000)
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
TOTAL MEANS OF FINANCING	<u><u>\$2,532,845</u></u>	<u><u>\$2,448,995</u></u>	<u><u>\$2,710,830</u></u>	<u><u>\$2,505,742</u></u>	<u><u>\$2,475,277</u></u>	<u><u>(\$235,553)</u></u>
EXPENDITURES & REQUEST:						
Salaries	\$1,376,299	\$1,277,151	\$1,314,100	\$1,345,882	\$1,314,100	\$0
Other Compensation	129,737	37,150	35,984	35,984	35,984	0
Related Benefits	241,833	216,570	258,362	264,225	265,542	7,180
Total Operating Expenses	730,626	772,811	832,051	832,051	832,051	0
Professional Services	4,258	24,513	0	0	0	0
Total Other Charges	9,651	0	0	0	0	0
Total Acq. & Major Repairs	40,441	120,800	270,333	27,600	27,600	(242,733)
TOTAL EXPENDITURES AND REQUEST	<u><u>\$2,532,845</u></u>	<u><u>\$2,448,995</u></u>	<u><u>\$2,710,830</u></u>	<u><u>\$2,505,742</u></u>	<u><u>\$2,475,277</u></u>	<u><u>(\$235,553)</u></u>
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	59	44	44	44	43	(1)
Unclassified	2	2	2	2	2	0
TOTAL	<u><u>61</u></u>	<u><u>46</u></u>	<u><u>46</u></u>	<u><u>46</u></u>	<u><u>45</u></u>	<u><u>(1)</u></u>

SOURCE OF FUNDING

This program is funded with Interagency Transfers and Self-generated Revenues. Interagency Transfers are derived from charges to other state agencies for copies of documents and microfilming. The Fees and Self-generated Revenues are derived from charges for other services such as registering trademarks and partnerships, providing certificates of good standing, and providing copies and certified copies of any requested documents. (Per R.S. 39.32B. (8), see table below for a listing of expenditures out of each Statutory Dedicated Fund.)

	ACTUAL 1999- 2000	ACT 11 2000 - 2001	EXISTING 2000 - 2001	CONTINUATION 2001 - 2002	RECOMMENDED 2001 - 2002	RECOMMENDED OVER/(UNDER) EXISTING
Vital Records Conversion Fund	\$0	\$100,000	\$100,000	\$0	\$0	(\$100,000)

ANALYSIS OF RECOMMENDATION

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$2,448,995	46	ACT 11 FISCAL YEAR 2000-2001
			BA-7 TRANSACTIONS:
\$0	\$261,835	0	Funding required for Reallocations of Classified employees, Operating expenses, and equipment
\$0	\$2,710,830	46	EXISTING OPERATING BUDGET – December 15, 2000
\$0	\$21,633	0	Annualization of FY 2000-2001 Classified State Employees Merit Increase
\$0	\$24,463	0	Classified State Employees Merit Increases for FY 2001-2002
\$0	\$27,600	0	Acquisitions & Major Repairs
\$0	(\$270,333)	0	Non-Recurring Acquisitions & Major Repairs
\$0	(\$1,088)	0	Salary Base Adjustment
\$0	(\$27,039)	(1)	Attrition Adjustment
\$0	(\$10,789)	0	Salary Funding from Other Line Items
\$0	\$2,475,277	45	TOTAL RECOMMENDED

The total means of financing for this program is recommended at 91.3% of the existing operating budget. It represents 98.4% of the total request (\$2,516,392) for this program. The recommended level, approximately the same level of services should be provided.

PROFESSIONAL SERVICES

This program does not have funding for Professional Services in Fiscal Year 2001-2002

OTHER CHARGES

This program does not have funding for Other Charges for Fiscal Year 2001-2002.

ACQUISITIONS AND MAJOR REPAIRS

\$500	Lawn Equipment for ground maintenance on Archive Building
\$17,100	Replacement of various office equipment
\$10,000	Library Reference materials
\$27,600	TOTAL ACQUISITIONS AND MAJOR REPAIRS